

# Receipt of Funds-LRD

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## Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by USACE Activities. These procedures address all funds received through a Funding Authorization Document, or Customer Order, which could be received as Cost Shared/Contributed funds/in-kind services from sponsors/customers. **All refer to Cost-Sharing should be removed and included in the Civil Works Program document Response: Sentence reworded. See master document.**

Funds received through the Operating Budget are covered in Departmental Overhead & Support Service Organizations[PROC1023]. **Funds received through Cost Share are covered in the Civil Works Program-Specific Information. Response: accepted re worded**

## Policy

ER 5-1-11[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

ER 37-1-26[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

ER 37-2-10[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf>]

ER 37-345-10[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf>]

## Responsibility

The Resource Management Office/Directorate (RM) is responsible for receiving all funding documents.

The Resource Management Office is responsible for ensuring accurate recording in CEFMS under the appropriate program (e.g., MILCON, GI/CG). **Coordinate with Project Managers and Program Managers on account creation. Response: Sentence reworded. See master document.**

The CEFMS project work item responsible employee or alternate responsible employee(s) can designate originators, approvers and certifiers for their funded work item(s).

## Distribution

CEFMS Project Work Item Responsible Employee\*

Program Manager (PgM)

Project Manager (PM)

Resource Management Office\*

## Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

Acronyms and Glossary[REF1001]

CEFMS Users Manuals Online[http://rmf31.usace.army.mil/cefmsdoc/]

Contingency Funds, Project Level[REF1011].

Financial Management[REF1032]

Initiating a Project in P2[PROC1005].

Work Acceptance[PROC1016].

Project Execution and Control[PROC1017].

Resource Estimate Development[PROC1003].

**Activity Preface Note: need to clean-up Activity Preface per the processes stated in this document. Response: accepted edit team will clean up**

This process is performed whenever Funding Authorization Documents (FAD), or Customer Orders, are received. The project **Response: Sentence reworded. See master document.**

should be entered in P2 prior to using this process: Initiating a Project in P2[PROC1005]. **If this is not the first time through this process, Response: Rejected. See master document.** the PDT will be establishing the manner in which they want to manage and report on the project including the one-to-one and one-to-many relationships that will exist between P2 and CEFMS **defined in the Financial Management[REF1032]. Response: Accepted.** P2 will generate PR&Cs information for CEFMS in accordance with these relationships. The PDT will need to plan carefully to ensure they are establishing the P2/CEFMS relationships that will allow them to obtain financial management data needed by the PDT, including the customer. Refer to Financial Management[REF1032].

**Note: look at reordering para. Response: accepted edit team will clean up**

If this is the initial receipt of funds for the project or the receipt of new Fiscal Year funds for an on-going project, you will return to Initiating a Project in P2[PROC1005] **Note: why are we returning to this process Response: Sentence Deleted in master** to complete required processes and move into the Project Planning Phase. If you are recording on-going collections of advance amounts/in-kind services from sponsors you will continue to execute the project in accordance with Project Execution and Control[PROC1017].

## Resource Management Office

1. Record the funds/in-kind services **Response: Sentence reworded. See master document.**

in CEFMS under the appropriate program. For cost shared/in-kind services you must establish a *Cost Share Control Record* and a Sponsor's *Advance Account*. **Response: Sentence reworded. See master document.**

Refer to Section 6, Funding, of the CEFMS Users Manual[[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/funding.pdf](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)]. **Response: Sentence reworded. See master document.**

Refer to Section 26, Cost Sharing, of the CEFMS Users Manual[[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/sec26-cost-share.pdf](http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf)] **Response: Sentence reworded. See master document.**

**If FAD, goto task #5. Otherwise, goto task #2.**

2. Notify CEFMS Project Work Item Responsible Employee to technically approve.

### **CEFMS Project Work Item Responsible Employee**

3. Technically approve the customer order in CEFMS.

The project work items are attached to the customer order during the technical approval process. Refer to Section 6, Funding, of the CEFMS Users Manual[[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/funding.pdf](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)].

### **Resource Management Office**

4. Financially approve and accept the customer order in CEFMS.

Refer to Section 6, Funding, of the CEFMS Users Manual[[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/funding.pdf](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)].

5. Notify CEFMS Project Work Item Responsible Employee, PM & Program Management **Response: Sentence Reworded, see master document**Office that the project work item is ready to be funded.**Response: sentence reworded**

### **CEFMS Project Work Item Responsible Employee**

6. Designate alternate responsible employees for the project work item **and ensure the work item is funded.****Response: Accepted**

Refer to Section 6, Funding, of the CEFMS Users Manual[[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/funding.pdf](http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf)].

**End of activity.**

